

Formal email response requesting clarification on warning letter

Dear [Manager's Name],

I acknowledge receipt of your warning letter dated [Date].

I would like to request clarification on certain points mentioned in the letter to ensure I fully understand the concerns and take appropriate corrective measures.

Thank you for your attention and support in helping me improve.

Get more templates here:

<https://www.lettersandtemplates.com/letters/how-to-respond-to-a-warning-letter-at-work>